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**State of Illinois**

**COMMISSION ON GOVERNMENT  
FORECASTING AND ACCOUNTABILITY**  
703 Stratton Ofc. Bldg., Springfield, IL 62706

**EXECUTIVE DIRECTOR**  
Dan R. Long

**DEPUTY DIRECTOR**  
Trevor J. Clatfelter

January 10, 2005

**MEMORANDUM**

**TO:** Commission Members

**FROM:** Dan R. Long, Executive Director

**RE:** State Facility Closure Process

Pursuant to Public Act 93-0839, before a state facility may be closed, the State executive branch officer with jurisdiction over the facility shall file notice of the proposed closure with the Illinois Economic and Fiscal Commission. State facility is defined as any facility owned and operated by the State or leased and operated by the State and that is the primary stationary work location for 25 or more State employees. State facility does not include any facility under the jurisdiction of the legislative branch, including the Auditor General, or the judicial branch.

The notice must be filed within 2 days after the first public announcement of any planned or proposed closure. Within 10 days after it receives notice of the proposed closure, the Commission, in its discretion, may require the State executive branch officer with jurisdiction over the facility to file a recommendation for the closure of the facility with the Commission. The recommendation must be filed within 30 days after the Commission delivers the request for recommendation to the State executive branch officer. The recommendation must include, but is not limited to, the following:

- the location and identity of the State facility proposed to be closed;
- the number of employees for which the State facility is the primary stationary work location and the effect of the closure of the facility on those employees;
- the location or locations to which the functions and employees of the State facility would be moved;
- the availability and condition of land and facilities at both the existing location and any potential locations;
- the cost of operations of the State facility and at any potential locations and any other related budgetary impacts;
- the economic impact on existing communities in the vicinity of the State facility and any potential facility;

- the ability of the existing and any potential community's infrastructure to support the functions and employees;
- the impact on State services delivered at the existing location, in direct relation to the State services expected to be delivered at any potential locations; and
- the environmental impact, including the impact of costs related to potential environmental restoration, waste management, and environmental compliance activities.

A 30-day public comment period must follow the filing of the recommendation. The Illinois Economic and Fiscal Commission, in its discretion, may conduct one or more public hearings on the recommendation. Public hearings conducted by the Commission shall be conducted no later than 35 days after the filing of the recommendation. At least one of the public hearings on the recommendation shall be held at a convenient location within 25 miles of the facility for which closure is recommended. The Commission shall provide reasonable notice of the comment period and of any public hearings to the public and to units of local government and school districts that are located within 25 miles of the facility. Within 50 days after the State executive branch officer files the required recommendation, the Commission shall issue an advisory opinion on that recommendation. No action may be taken to implement the recommendation for closure of a State facility until 50 days after the filing of any required recommendation.

To date, the Commission has received notice of closures on the leased facilities shown on the following page.

In each case the Commission has requested a recommendation for closure from the Director of CMS who is the State Executive Branch Officer with jurisdiction over these facilities. Thus far, the Commission has received one recommendation for closure from Central Management Services regarding the Department of Revenue facility located at 245 West Roosevelt Road, West Chicago, IL 60185.

DRL:dkb  
Q139A

Agency	Address	City, Zip Code	# of Employees	Senate District	House District	Notice Rec. Date	Recommendation Requested	Recommendation Date Received	Advisory Opinion Issued
CMS/DHS	100 N. Western Ave.	Chicago, 60612-2222	34	5	10	12/8/2004	Yes	1/3/2005	
CMS/DHS	610 W. Root St.	Chicago, 60609-2630	72	3	6	12/8/2004	Yes		
CMS/Revenue	245 W. Roosevelt Rd.	West Chicago, 60185	50	48	95	12/15/2004	Yes		
CMS/DHS	901-25 W. Monroe St.	Chicago, 60607-2602	59	5	9	12/30/2004	Yes		